

Jordan School District
ADMINISTRATION JOB DESCRIPTION

Job Title: Assistant Director Employee Relations and Compliance	Job Family: 01
Department: Human Resources	Lane Placement: Z
Supervisors Title: Administrator, Human Resources	Contract: 242
FLSA Classification: <u>Exempt</u>	Hours per day: 8
Original date: <u>4/85</u> Revised: <u>3/92</u> Revised: <u>12/07</u> Revised: <u>07/26</u>	

GENERAL FUNCTION

Under the direction of the Administrator of Human Resources, the **Assistant Director of Employee Relations and Compliance** is responsible for leading and overseeing District-wide employee relations to ensure fair, consistent and legally compliant employment practices. This role supports organizational stability and student success by providing strategic oversight of investigations, corrective actions and policy governance while maintaining strong partnerships with District leadership. Will oversee the HR operations area to lead District-wide HR data governance, workforce analytics, operational planning and workforce communications to ensure accurate staffing allocations, financial alignment and data-informed decision making.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Lead and oversee internal HR investigations, ensuring procedural integrity and legal compliance.
- Provide strategic guidance to school and department administrators regarding employee relations matters.
- Manage high-stakes employee matters, including Sanctions Committee meetings and termination meetings.
- Lead compensation strategy, including salary schedule preparation, salary survey responses and fiscal alignment with District budgets.
- Collaborate with legal counsel on personnel matters and engage with District association groups to resolve concerns.
- Coordinate UPPAC (Utah Professional Practices Advisory Commission) reporting and participate in UPPAC investigations.
- Identify legal and organizational risks and proactively develop mitigation strategies.
- Recommend and implement District-wide policy creation and revisions aligned with regulatory requirements. Will implement policy requirements and will provide interpretation of policies.
- Oversee organizational systems, including the submission, notification and accuracy of employee calendars.
- Provide strategic oversight and approval for RIS/RIF (Reduction in Staff/Force) and Non-Renewal decisions.
- Maintain professional communication and linkages with District legal counsel, the superintendent, Administrators of schools, school administrators and law enforcement.
- Assist in creating and delivering training modules for administrators and supervisors on effective performance management, documentation and labor law compliance.
- Assist the administrator of Human Resources to ensure that operation and activities of the department comply with Board goals, policies and guidelines.
- Responsible to evaluate and maintain internal Human Resources data systems.
- Assists in providing information for unemployment claims for all employees and participates in unemployment claim appeals.
- Keep abreast of current trends and developments in education in support of the role of hiring the most qualified candidates.
- Coordinates employment eligibility verification for all employees and assist employees in securing eligible employment status as required by the Department of Homeland Security.

- Assist in coordinating the employee background check process and evaluate employment applications for employment eligibility.
- Assist in development, implementation and evaluation of short and long-term planning and accountability procedures for the Department of Human Resources.
- Provide department supervision in the absences of the administrator of HR.
- Provide input into department training, hiring and promotion decisions.
- Represent the District in a professional, ethical and positive manner.
- Attend and participate in department meetings as required.
- Follow District procurement guidelines with administrative approval.
- Create a clean and organized environment that is conducive to student learning.
- Is responsible for understanding and adhering to all District policies and complete the annual crucial policy review.
- Maintain records and required information in a secure location. Maintain confidentiality of all employee information.
- Requires travel using own transportation to school, District, and other sites.
- Added essential functions as outlined by the school/department.
- Requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.
- Represent the District at local, State and national meetings and participate in professional organizations as appropriate.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Bachelor's degree in human resources, business, organizational development or equivalent education required.
- Master's degree in business, human resources or related field required.
- Requires six to ten years' experience in human resources, business or education with an emphasis in employee relations, compensation, employee relations, labor relations or related experience.
- SPHR/PHR or SHRM-CP certification highly preferred.
- Proven expertise in strategic employee relations leadership, investigations, and conflict resolution/mediation.
- Three years of increasingly responsible supervisory experience required.
- Requires a strong knowledge of employment laws; including FMLA, FLSA, ADA, Title VII, ADEA, Utah State code, unemployment, OSHA, Workers Compensation and other applicable laws and regulations.
- Ability to lead and motivate a team,
- Ability to exercise sound, defensible judgment regarding sanctions and corrective actions.
- Ability to collect and use data to identify gaps and improve District outcomes.
- Skill to manage conflicts and network effectively across all areas of the District.
- Ability to write reports, business correspondence, procedure manuals or policies.

- Ability to effectively present information and respond to questions from principals, directors, executive administration, employees or the general public.
- Demonstrated expertise in computer programs, including Microsoft Word, Excel, Access, Human Resource/Payroll programs, etc.
- Ability to identify and resolve problems in a professional and timely manner.
- Ability to coordinate projects, manage project team activities and communicate progress or resolution of team activities.
- Ability to evaluate and make timely decisions on key issues while exhibiting sound and accurate judgment skills.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Reporting & Linkages

- Reports to: Administrator of Human Resources
- Direct Reports: Administrator of Operations, Operations Staff, Employee Relations Specialist.
- Key Linkages: Administrator Talent Acquisition, Assistant Director Talent Development, Administrator Employee Experience and Wellness, District Legal Counsel, Superintendent and Cabinet, School/Department Administrators, USBE/UPPAC, UALD, State Risk Management, Communications Department, law enforcement, vendors

Machines, Tools & Equipment Used:

- Standard office equipment, including computer, phone, copier, fax, etc.

Physical Requirements – Not limited to the following:

- Requires ability to lift a minimum ten pounds.
- Requires sitting, standing and walking. Uses fingers and arms to keyboard, pick-up, and hold; uses eyes, ears and voice for communication.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*